



**The City Of Reno, Nevada
Is Seeking An Experienced
Labor Relations Manager**



THE COMMUNITY

The City of Reno, the “Biggest Little City in the World” with a growing population of 220,600, is the largest city in Northern Nevada. The metropolitan area, with a total population of nearly 418,000, is located on the eastern slope of the Sierra Nevada Mountains at an elevation of 4,500 feet. Reno’s location provides a temperate climate year-round characterized by sunshine more than 80% of the year.

The surrounding area provides unlimited indoor and outdoor recreational activities. Within a fifty-mile radius lay spectacular Lake Tahoe and the largest concentration of ski areas and ski facilities in the world. Biking, camping, hunting, fishing, and mountain climbing are all available within a thirty-minute drive. Reno’s appeal, however, is not limited to recreational activities and entertainment. The highly rated educational system includes the University of Nevada, Reno, with 17,000 students who provide a positive ambiance to the community’s culture and diversity.

Reno also hosts many conferences and special events throughout the year, such as “Artown” (the largest single cultural event in America), Hot August Nights, the Balloon Races, and the Air Races. Reno has experienced significant growth during the past several years, and has invested a significant amount of funding in the downtown area to modernize and beautify the infrastructure and facilities.

The region’s major industries include gaming, outdoor recreation, retail sales, technology, tourism, transportation, and warehousing. With an increasingly diversified economy, the region is strategically located along major transportation links. The enviable situation of no corporate or personal state or municipal income tax also adds to the attractiveness and appeal of the City of Reno.

CITY GOVERNMENT

Reno is a full-service city with a total budget of \$410.2 million citywide, and approximately 1,500 full-time employees. The City has a council-manager form of government.

City leaders emphasize quality of life in the community and focus on public safety, recreation, arts, culture, and maintenance of the infrastructure. Downtown development and citywide economic development are a priority for the City. Major projects include a recessed railway, riverfront development, regional fiscal equity, and regional consolidation of services.

The Reno organization shares a vision that includes a strong focus on community service, neighborhood based services, value-appreciated employees, teamwork, and innovation. The values of the organization are based on four essential principles of respect, responsibility, responsiveness, and results. Major city departments are: Police, Fire, Finance, Public Works, Development Services, and Human and Community Services. All departments operate on a program budget with five-year business plans. The City has been successful in addressing operational efficiencies and improving service delivery effectiveness, and is now focusing on creating a “great city” for our community.

THE HUMAN RESOURCES DEPARTMENT

The Department of Human Resources is responsible for planning, coordinating and administering a comprehensive human resources management program for the City of Reno. The Department is comprised of the following divisions:

- **Labor Relations (Employee Relations)** – Provides counseling and support to the City’s operating departments and establishes and maintains positive and collaborative relationships with organized and non-represented employee groups. Employee Relations handles contract negotiations (labor relations), grievances, counseling, and discipline.
- **Employee Benefits** – Administers the City’s group health and benefit programs, and related employee services.
- **Workforce Planning, Development and Retention** – Administers recruitment and selection to provide the City with an efficient, diverse, and highly qualified workforce, and to predict and meet future personnel needs by implementing workforce planning and development strategies; administers the City’s employee classification/compensation plans.
- **Diversity and Training** – Assists the City in attracting and retaining a qualified workforce representative of the community served, assures fair treatment and equal opportunity for all persons, and prepares employees to better serve the public through City-wide training and access to education.





Our Mission

To provide the City of Reno with efficient and effective customer service in the management of its human resources, labor/employee relations, and records services which subscribe to the principles of merit and fair and equal treatment of all people concerned, while promoting the values of a diverse, appreciated, dedicated and empowered workforce.

CURRENT ISSUES AND PRIORITIES

Some of the key priorities that will demand the immediate and near-future attention of the new Labor Relations Manager include:

- Labor Relations – The City of Reno has 10 bargaining groups. The City is currently at the table with one bargaining unit. Two agreements will expire in June 2010, with seven agreements expiring in June 2011. It is paramount for the new Manager to establish good working relationships with each of these bargaining groups. As such, candidates with experience in collective bargaining and interest-based bargaining will be favorably considered. For details on the collective bargaining agreements: <http://www.cityofreno.com/Index.aspx?page=577>
- Continuing focus on providing world class customer service to the City's employees and to other agencies with which the City has a contractual relationship including the Reno Housing Authority, the Truckee Meadows Water Authority, and the Civil Service Commission.

THE LABOR RELATIONS MANAGER

The Labor Relations Manager coordinates the activities and operations of the Labor Relations Division with oversight of benefit administration, classification and compensation, employee

performance evaluation, and labor relations activities. The Manager serves as the City's chief labor negotiator, coordinates assigned activities with other divisions, departments and outside agencies, and provides highly responsible and complex administrative support to the Director of Human Resources. The Labor Relations Manager reports to the Human Resources Director, directly supervises a Management Analyst, and manages a division budget of \$697,400 with additional budget responsibility for programs in other Human Resources Divisions.

The ideal candidate is a seasoned human resources professional with a broad background in public sector human resources, with specific experience in labor relations, contract negotiations, benefit administration, and classification and compensation. The successful candidate will have an extensive record of successful employee/employer relations, integrity, and the ability to work effectively with a broad range of city officials, managers, and union employee representatives. This energetic, visionary and inspirational leader will bring creativity and innovative ideas, along with an open and inclusive personal style to collaboratively meet the human resource challenges of a large and dynamic organization.

Specific requirements are as follows:

Education and Experience

A Bachelor's degree in Human Resources Management, Business/Public Administration, Industrial Relations or related field is required, along with five years of increasingly responsible labor relations experience, including two years of administrative and supervisory responsibility.

Personality/Management Style

Other skills and traits that are required include:

- Possesses a strong sense of personal and professional ethics; high degree of integrity
- Brings a "roll up your sleeves" approach to the position with a "can do" attitude
- Welcomes/embraces a challenge; highly motivated
- Customer service orientation
- Exceptional interpersonal skills; able to establish and earn the trust of those he/she is working with
- Collaborative approach; a team player





- Sick Leave – Accrued at the rate of 4 hours each bi-weekly pay period
- The City does not participate in Social Security, but Medicare deduction required (1.45%)

APPLICATION AND SELECTION PROCESS

To be considered for this challenging and rewarding career opportunity, please submit your résumé, list of four work-related references (who will not be contacted early in the process), and current salary. Résumés should reflect months **and** years of positions held, as well as size of staff and budgets you have managed. **This position is open until filled. Apply as soon as possible.** Forward your materials to:



Stuart Satow
CPS Executive Search
241 Lathrop Way
Sacramento, CA 95815
Tel: (916) 263-1401; Fax: (916) 561-7205
E-mail: resumes@cps.ca.gov
Website: www.cps.ca.gov/search
City Website: www.cityofreno.com

Résumés will be screened in relation to the criteria outlined in this brochure. Preliminary screening interviews will be conducted with those whose overall credentials are deemed most qualifying. Reno officials will then invite a small number of candidates to compete in a final selection process. An appointment will follow extensive background and reference checks.

COMPENSATION AND BENEFITS

The salary range for this position is **\$85,512 to \$111,942 plus a 10% one-time performance-based bonus potential.** Appointment within the salary range will be based on qualifications and experience.

The City's excellent benefit program includes the following:

- No state income tax
- Retirement – The City offers a Nevada PERS plan that is fully funded with City contributions totaling 21.5% (vesting in five years)
- Health Benefits – Medical, dental, and vision plans are presently covered 100% by the City for employees and 55% for dependants
- Holidays – 12 paid holidays annually
- Deferred Compensation – 457 and 401a plans with a 5% City match available for either plan
- Insurance – City paid long-term disability and life insurance
- Vacation – Accrued at the rate of 5 hours each bi-weekly pay period



The City of Reno is an Equal Opportunity/ADA Employer